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ANNUAL REPORT  
SELECTION STAFF

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SELECTION STAFF

REPORT OF PROGRESS AND PROGRAM PLANS

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Period 1 July 1957 - 30 June 1958

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I. Report of Progress and Accomplishments During the Period  
1 July 1957 - 30 June 1958

A. Work Load and Flow of Career Staff Applications

- 25X9A2 1. On 1 July 1957, [ ] persons were eligible to apply for membership in the Career Staff. On this date the CIA Selection Board had acted on [ ] applications. Of this number [ ] applications were accepted (Type A); 80 applications were deferred (Type B); 37 applications were denied (Type C); and 15 declinations to apply were accepted (Type D). There remained approximately [ ] applications yet to be acted upon by the Board. 25X9A2
2. During the period 1 July 1957 - 30 June 1958, [ ] Staff Agents and Staff Employees were notified of their eligibility to apply for membership in the Career Staff. Notices of Eligibility were individually addressed to these persons and forwarded through command channels. 25X9A2
- 25X9A2 3. During the reporting period, [ ] applications were returned from Heads of Career Services with recommendations as follows: [ ] Type A, 31 Type B, and 2 Type C. 25X9A2
- 25X9A2 4. A total of [ ] Official Personnel Folders were analyzed. 25X9A2
- 25X9A2 5. [ ] names were forwarded to the seven offices of record, i. e., Inspector General; Inspection and Review Staff; Medical Staff; Office of the Comptroller; Offices of Security, Training and Personnel, requesting any information that might have a bearing on an applicant's suitability for membership in the Career Staff.
- 25X9A2 6. 20 Examining Panels were convened during the period. These Panels considered [ ] applications and made the following recommendations: [ ] 25X9

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7. The CIA Selection Board held 5 meetings during the period and acted on [ ] cases as follows: [ ] Type A, 28 Type B, and 9 Type C. The Board reconsidered 51 cases of persons whose applications were in a deferred category and admitted 44 for membership in the Career Staff; continued 3 in a deferred status; and denied 4. The Board also acted on 3 cases which had previously been denied and admitted one for membership in the Career Staff, and placed 2 in a deferred category. Statistical Report of processing applications as of 30 June 1958 will be submitted as Appendix A when figures become available. See Appendix B for analysis by grade and selection criteria of all deferred and denied cases.

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8. The Board approved recommendations from Heads of Career Services for the removal of three persons from the Career Staff. In these cases notifications of acceptance into the Career Staff and recommendations for removal were approximately simultaneous, and the individuals had never been notified of their acceptance. The Board approved the recommendation for removal of one person who had been notified of acceptance into the Career Staff.

9. A report prepared giving an analysis of applications deferred or denied compared with applications considered by the CIA Selection Board for the period January 1955 - June 1958 reflects that the Selection Board has become more selective in accepting applications for membership in the Career Staff. See Appendix C.

#### B. Career Staff Policies and Procedures

1. Several policy changes were adopted by the CIA Selection Board and the CIA Career Council. These changes will be reflected in a revision to [ ] They are:

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a. When a person is accepted for membership in the Career Staff, after having had his application deferred or denied, the effective date of membership will be the date on which the Selection Board accepts the application. The Board felt that the effective date should not cover a period of unsatisfactory service.

b. A person who is re-employed by CIA must serve another three-year provisional period unless the prior resignation was in the "best interests of CIA," i. e., resignation to accompany a CIA spouse to a new duty station

education, or for additional experience. The reasons must be documented, however, at the time of resignation.

c. When the Finding of an Examining Panel is not in agreement with the recommendation of the Head of the Career Service, the Head of the Career Service is notified prior to action by the CIA Selection Board. In order to process cases as expeditiously as possible, the Head of the Career Service will be informed of the Panel's Finding and advised that if he does not reply within 30 days it will be assumed that he agrees with the Finding of the Panel.

d. As a benefit of membership in the Career Staff, married women who resign to accompany a CIA spouse to a new duty station are afforded preferential consideration for re-employment--such consideration to include all Agency vacancies for which the individual is qualified.

2. The policy of not requiring a memorandum of declination but assuming that an individual declined membership in the Career Staff if he did not make application within 90 days after he became eligible was previously approved. Implementation of this was effected by a revision of the Memorandum of Notification of Eligibility and a memorandum of documentation of declination. See Appendix D.

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3. The CIA Selection Board reaffirmed its desire to reach a definite conclusion on all deferred cases at the earliest practical time. Although the Board felt that these cases should be resolved promptly to insure that these persons not remain in a deferred status indefinitely, it was recognized that a specific time limit could not be established.

C. Biographic Profiles

1. During this fiscal reporting period, the Biographic Profile program progressed rapidly. The Biographic Profile form was revised and printed on Ozalid paper (see attached Appendix E) and an Ozalid machine was installed for the reproduction of profiles. This method of reproduction has proved to be quick and inexpensive--the cost being less than one cent per page. The machine has also proved most valuable for the reproduction of other material for the Office of Personnel.

25X9A2 2. As of 30 June 1958,  profiles had been completed--  
 of them being completed during this reporting period. See Appendix F for breakdown of other pertinent statistics.

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3. The demand for profiles has continued to grow. Appendix G reflects current and proposed future consumers.

4. The format of the profile is continually being reviewed and modified with a view to providing the consumer with a better product.

5. Each completed profile must, of necessity, reflect up-to-date information. Reassignment actions, promotion actions, etc. are posted daily. On the due date of the Fitness Report, the Official Personnel Folder is scanned for new information, such as, change in marital status, number of dependents, medical reports, training, commendations, etc., and the Master Profile is amended to reflect this new data and the new Fitness Report.

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6. There have been several changes in personnel during the past year. However, the number of analysts assigned to profile preparation was increased by one over the number assigned at the end of the previous fiscal year.

D. Other

1. A study was made of the contents and arrangement of the current Official Personnel Folder. The Director of Personnel approved a recommendation for the establishment of a two-file system using additional dividers. A recommendation for the destruction of certain material now contained in the Official Personnel Folder was also approved. A further survey of this type material will be made during the next fiscal year.

2. A panel showing steps in processing Career Staff applications was designed for the Support Exhibit. In addition to the Career Staff Panel, there are two other panels showing (1) contents of the Official Personnel Folder and (2) processing of Career Preference Outlines. A member of this Staff is in attendance at each Exhibit.

3. The Career Management - Development program began during this period. The D/Pers, DD/Pers/PD, Chief, POD, member from the JOT program, Chief, Medical Staff, and Chief, Selection Staff meet weekly to review cases of former JOT's. Seventy-two per cent of the former JOT's who are still on duty were reviewed. This program will continue during the next fiscal year and will be expanded to include other than JOT's.

E. Training

Members of this Staff spent 1280 hours in Office of Training training courses.

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II. Report of Program Plans for 1 July 1958 - 1 July 1959

A. Career Staff Applications

1. During the next fiscal year approximately [ ] persons will become eligible to apply for membership in the Career Staff. Statistics as of 30 June 1958 are not yet available, but there are approximately [ ] applications pending action by the CIA Selection Board as of 30 June 1958. In addition there are [ ] persons who have become eligible, but have not returned their applications. The workload for the CIA Selection Board for the next fiscal year will be approximately [ ] new applications to consider and 50 cases now in a deferred (Type B) status to be reconsidered.

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2. Excluding the Chief of the Staff, there are two persons engaged in processing Career Staff applications, i. e., one professional and one clerical. No change is anticipated.

3. During this fiscal year the CIA Career Council and the CIA Selection Board will continue to critically review Career Staff policies and procedures and make changes consistent with the aims of the Career Staff program.

B. Biographic Profiles

Preparation of Biographic Profiles and the updating of completed profiles will continue through this fiscal year. In addition there will be a supplemental project of converting some of the Official Personnel Folders to the new two-file system, and a program of destruction of unnecessary material in the files.

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III. Report of Program Plans for 1 July 1959 - 1 July 1960

A. Career Staff Applications

1. Approximately  persons entered on duty during the fiscal year 1957. These persons, less attrition, will become eligible to apply for membership in the Career Staff and be considered by the CIA Selection Board.

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2. The critical review of CIA Career Staff policies and procedures will continue by the CIA Selection Board and the CIA Career Council.

3. It is anticipated that the level of operation will be the same as in fiscal year 1958.

B. Biographic Profiles

During this fiscal year, it is anticipated that Biographic Profiles will be completed on all employees, GS-11 and above. It is quite probable that work will begin on the GS-9 group. All completed profiles are reviewed once a year and amended to reflect current data. As the number of completed Biographic Profiles increases, the manpower required for the updating process will increase.

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